

FRESNO, CALIFORNIA
CLASS SPECIFICATION

WATER SYSTEM OPERATOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Water System Operator is the third level in a six level Utilities Water System Operator series. Incumbents are responsible for serving as a lead worker and for performing advanced duties in the testing, cleaning, maintenance, inspection, repair, installation replacement, surface and groundwater treatment, distribution, construction and operation of water system infrastructures.

The Water System Operator is distinguished from the Assistant Water System Operator by its responsibility for serving as lead worker to other individual Water System Operators, making work assignments and determining completion of work, and for performing skilled to advanced level water system operations activities. The Water System Operator is distinguished from the Senior Water System Operator, which is responsible for leading, planning, and organizing the work of crews.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | |
|----|---|
| 1. | Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods. |
| 2. | Monitors water system infrastructure equipment to ensure appropriate operations; recommends and implements corrective actions when problems are identified. |
| 3. | Implements skilled testing, cleaning, preventative maintenance, and repairs on water system equipment associated with surface and groundwater treatment and distribution, and/or other applicable water system area to ensure efficient and effective operations. |
| 4. | Inspects plant equipment for proper performance; prepares related work orders to resolve performance problems. |
| 5. | Provides customer service to consumers, troubleshooting and resolving problems or providing advice on how to resolve problems. |
| 6. | Collects surface and groundwater samples and prepares for submission to laboratory facilities. |

Daily
~~50%~~

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Daily
~~20%~~

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Daily
~~25%~~

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Deleted: gas extraction systems,

Daily
10%

Daily
~~10%~~

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~~Daily~~
5%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
7.	Participates in grounds maintenance activities to ensure the elimination of weeds and pests.	Weekly 10%
8.	Participates in monitoring the work of external contractors to ensure compliance with established quality standards.	Weekly 5%
9.	Implements complex installations of a variety of water system equipment at pump stations and/or other applicable locations which, depending on assignment, may include: water mains, valves, meters, fire hydrants, pressure regulators, pumps and tanks, surface and groundwater treatment equipment, distribution, production equipment, and/or other water system infrastructures.	Daily 50%
10.	Collects and compiles water production data and prepares and disseminates related reports.	Monthly 10%
11.	Performs other duties of a similar nature or level.	As Required
12.	<u>Operates heavy equipment such as backhoes, cranes, tractors, and other equipment used in the construction, repair, and maintenance of the water system infrastructure.</u>	Daily 10 – 30%

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

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Positions assigned to Water Operations may be responsible for:

- Collecting water samples ~~Title 22 compliance~~;
- Maintaining chlorine injection systems.

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~~Water is recommending this section be deleted~~

~~Positions assigned to Solid Waste Management may be responsible for:~~

- ~~• Spraying and baiting landfills for insects and rodents to eliminate the presence of vermin;~~
- ~~• Monitoring, analyzing, and adjusting methane well field.~~

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Positions assigned to Surface Water Treatment may be responsible for:

- Developing and maintaining equipment maintenance schedules;
- Identifying and reporting possible contaminants in source water.

Training and Experience (positions in this class typically require):

- Two years of experience in the testing, cleaning, maintenance, inspection, repair, installation, replacement, construction, distribution and operation of water systems is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Special Licensing Requirements

- Some positions, based on assignment, may require:
- Water Distribution Operator Certificate, Grade D2
- Water Treatment Operator Certificate, Grade T2
- Commercial Class B License
- Commercial Class A License
- Herbicide or Pesticide Certificate

Deleted: <#>Valid Water Treatment Operator Certificate, Grade T2, or a Water Distribution Operator Certificate, Grade D2, issued by the State of California, Department of Health Services, within 12 months of assignment.¶¶

Deleted: <#>Appropriate certificates related to Information, Electrical and Telemetry Systems Operations;¶¶

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Deleted: Appropriate certificates related to Surface Water Treatment Operations ¶¶

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Some positions based on assignment, may be required to obtain and maintain annually one or more of the following:

- Appropriate certificates related to water operations such as Distribution, Production, Recharge, Property Maintenance, and/or Water Quality and Treatment.

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Knowledge (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices;
- Mathematical concepts;
- SCADA Systems;
- Recordkeeping principles and practices;
- Water treatment standards;
- Water sampling protocols;
- Basic water hydraulics principles;
- Principles, policies, practices and operations in assigned area of responsibility;
- Safe work practices and procedures;
- Building and construction trades, methods, principles, practices and techniques;
- Plumbing and pipe fitting techniques, practices and procedures;
- Mechanical, electrical and hydraulic principles as they relate to the operation of a water system;
- Wastewater system design and operational principles.

Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work; detail oriented and ability to multi-task*
- Training employees in proper work methods
- Providing customer services
- Preparing and performing mathematical calculations
- Implementing or performing routine repairs, installations of water system equipment
- Collecting water samples
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Locating mains, pipes, hydrants, and meters
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Using computers and applicable software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, work space restrictions, inadequate lighting, intense noises, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007